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City of Alameda  
Code No. 3242  
Approved by C.S.B.  
October 12, 2005

## SENIOR COMBINATION BUILDING INSPECTOR

### DEFINITION

Under general direction oversees and performs work in the enforcement of various building, plumbing, electrical, heating, ventilation, refrigeration, housing, zoning and related codes and ordinances; review and check of plans and specifications; inspection of buildings and structures in various stages of construction, alteration and repair and performs other related work as required.

### EXAMPLES OF DUTIES

1. Coordinates, reviews, schedules and performs the work of field personnel related to building inspection.
2. Reviews sketches and architectural plans of buildings to be constructed, reconstructed, converted, altered, repaired, moved or demolished for conformance with building, plumbing, electrical, heating, ventilation, refrigeration, housing, zoning and related local and state codes and ordinances; inspects buildings for compliance with such regulations and notifies builders of any required changes.
3. Reviews and approves permit applications and issues appropriate certificates.
4. Inspects buildings and various electrical, plumbing, gas appliance and heating and ventilating and other related installations; may perform the more complex or sensitive inspections.
5. Investigates complaints of building, plumbing, housing, wiring, heating, ventilation, refrigeration and zoning violations.
6. Ensures adherence to and application of established safe work practices and procedures.
7. Maintains records and prepares inspection and investigation reports.
8. Maintains up-to-date knowledge of approved methods, materials, and equipment pertaining to building plumbing, heating, ventilation, refrigeration and electrical construction; may attend meetings and conferences of inspection officials.
9. Answers questions and gives information regarding plumbing, mechanical, building, zoning, housing, electrical and related codes and ordinances; responds to, investigates and resolves complaints.
10. Assists in court actions involving building, zoning, plumbing, heating, ventilation, and electrical violations.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Four years of progressively responsible journey level building construction or inspection experience.

#### Knowledge

Knowledge of building construction, electrical installation and repair, and plumbing and mechanical methods and materials; California Building, Fire, Plumbing and Mechanical Codes and National Electric Code and related state and local laws; proper inspection methods; safe work practices and procedures; legal procedures involved in the enforcement of codes and ordinances.

#### Ability

Ability to effectively oversee, schedule and perform assigned building inspection work; organize and implement a code enforcement program; learn and enforce a wide variety of codes, ordinances, laws and regulations; work in confined spaces and climb and exit a ladder/scaffold above three stories; respond to inquiries, complaints and requests for service in a fair, tactful and firm manner; investigate, document and resolve complaints or make other appropriate dispositions; establish, organize and maintain record keeping systems; operate designated computer equipment and software; interpret and analyze information, draw valid conclusions and project consequences; use initiative and exercise independent judgement; draw valid conclusions and project consequences of decisions and recommendations; maintain level of knowledge and certification required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with

employees, contractors, architects, engineers and the general public; and train and oversee the work of assigned staff.

Other Requirements

Possession of International Code Council certifications in each of the following: Building Inspection, Plumbing Inspection, Mechanical Inspection and Electrical Inspection; or equivalent certification as recognized by the City.

Possession of or the ability to obtain within one year of appointment, International Code Council Plans Examiner Certification; or equivalent certification as recognized by the City.

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.